

EMERGENCY NOTIFICATION PROCEDURES

I. NOTIFICATION OF THE PUBLIC (ON TELEVISION) — For those receiving City services - these notices are **not for employee information**.

- A. No announcements on television — All services open
- B. City Facilities Closed — This means City facilities are not open for business with the public. Includes City Hall and other City buildings where the public is served. Does not apply to garbage collection.
- C. Two Hour Delay — City facilities will open 2 hours later than normal.
- D. No Trash Collection — Regular garbage collection is cancelled. (Only some TV stations will run this notice).

II. NOTIFICATION OF EMPLOYEES (ON TELEVISION) — There are five possible options.

- A. No announcement on TV — All employees report as scheduled.
- B. Two Hour Delay — Non-emergency employees, scheduled to start work the coming morning, report to work 2 hours later than scheduled (e.g. 9:00 a.m. vice 7:00 a.m., 10:30 a.m. vice 8:30 a.m.). Emergency employees report as scheduled.
- C. Code 1 — Emergency employees report as scheduled. Other employees are not to report. To be used when it would be unsafe or otherwise inappropriate for non-emergency employees to travel to work.
- D. Code 2 — Emergency employees report as scheduled. Other employees are subject to liberal leave (subject to supervisor's approval or disapproval) for those who do not report.
- E. Code 3 — All "alpha" employees report as normally or otherwise scheduled. For "beta" employees reporting is subject to liberal leave provisions.

III. DETERMINATION OF EMERGENCY EMPLOYEES

- A. Alpha designation is assigned to individual employees in alpha designated positions. All alpha employees are subject to being required to work during emergencies.
- B. Departments will determine which alpha employees are emergency employees for each category of emergency or the specific emergency and will inform those employees of their status. For example, selected employees will be designated and often given adjusted schedules for projected snowstorms or hurricanes.
- C. It is each department's responsibility to ensure that their employees know if they are or are not "emergency" employees for different situations.

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IV. COMPENSATION RULES

The following rules apply to compensation of employees in the above situations.

- A. Code 1: Employees who are directed not to report will not be charged leave in those situations. For emergency employees compensatory time may or may not be granted by the City Manager depending upon the severity of the emergency and the length of time such employees work.
- B. Code 2 & 3: Employees for whom reporting is optional will be on annual leave. Employees who report will not receive any comp time beyond that normally called for in the compensation plan.
- C. Two Hour Delay — Employees who report two hours later than scheduled will receive full pay for their workday. The two' hours will not be deducted or charged as leave. Employees who report without a delay will be paid for time worked with no additional compensation.
- D. Adjusted Shift: 40 hours minimum: Some employees' schedules are adjusted for the emergency (e.g. snow clearing crews). Often, the adjusted shifts are cancelled when the emergency ends (e.g. snow is cleared before night shift reports) which could result in those employees receiving less than 40 hours pay in the work week. In such situations, up to 8 hours of administrative leave may be granted to get the employees to 40 hours (no more) of paid time per week.
- E. Administrative Situations & Annual Leave
 - In emergency situations when specifically designated by the City Manager, the City Manager may decide not to charge leave to employees who do not work
 - Personnel on administrative leave or who are not being charged are to be on call, ready to report if required. They may not leave the area.
 - Personnel on annual leave are not on call and are free to leave the area.
 - Liberal leave means leave may be granted at the supervisor's discretion, even if the employee has not been designated as essential but is otherwise needed at work or if the employee has no leave balance. Supervisors may approve leave without pay (LWOP) for employees with no leave balance.
- F. Other Compensation Issues:
 - Standby Pay—none
 - Shift or Emergency Differential — none
 - Personal Situations — should an employee have what they consider to be unusual circumstances such that they desire to not report when needed during an emergency (e.g., travel distance under difficult conditions; child care needs when schools are closed).
 - 1. It is the employee's option, subject to supervisor's approval, to make other arrangements such as swapping assignments with another qualified employee.